

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

IN REPLY REFER TO
BUPERSINST 1326.4C
PERS-404
21 Aug 2000

BUPERS INSTRUCTION 1326.4C

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps
field addressees not having Navy personnel attached)

Subj: ADMINISTRATION OF ENLISTED FLIGHT ORDERS/CAREER ENLISTED
FLYER INCENTIVE PAY (CEFIP)/HAZARDOUS DUTY INCENTIVE PAY
(HDIP) FOR AERIAL FLIGHT

Ref: (a) 37, U.S.C., Sections 301 and 320,
(b) OPNAVINST 3710.7R (NOTAL)
(c) Naval Military Personnel Manual (NAVPERS 15560C)
(d) COMNAVAIRESFORINST 1500.5E (NOTAL)
(e) Manual of the Medical Department (MANMED P-117)
(f) DOD 7000.14-R, Volume 7A of Jul 96
(g) Enlisted Transfer Manual (NAVPERS 15909F)
(h) Manual of Navy Enlisted Manpower and Personnel
Classifications and Occupational Standards, Volume II
(NAVPERS 18068F)
(i) Procedures of the Board for Correction of Naval
Records (NAVSO P-473)
(j) SECNAVINST 7220.38E
(k) BUMEDINST 5300.8
(l) OPNAVINST 5350.4C (NOTAL)
(m) ASD (FMP) memo of 1 Oct 99 (NOTAL)
(n) OPNAVINST 1500.66 (NOTAL)
(o) OPNAVINST 1500.69A
(p) DODD 1300.13 of 14 Jul 79 (NOTAL)

Encl: (1) Career Enlisted Flyer Incentive Pay (CEFIP) Pay Rates
(2) Career Enlisted Flyer Incentive Pay (CEFIP) Gate
Waiver Request Letter

1. Purpose. To provide information, policy, and procedures for administration of flight orders and CEFIP program for enlisted personnel of the United States Navy (USN), Training and Administration of the Reserves (TAR), and the Selected Reserve (SELRES) per references (a) through (p). This instruction is a complete revision and should be reviewed in its entirety.

21 Aug 2000

2. Cancellation. BUPERSINST 1326.4B.

3. Background

a. Reference (a), section 301, provides monetary compensation for the performance of hazardous duty involving frequent and regular participation in aerial flights to enlisted personnel. Reference (a), section 320 provides monetary compensation to those individuals designated as career enlisted flyers and who qualify for payment under the established statutory criteria and implementing policies established in this instruction.

b. Secretary of the Navy (SECNAV) has delegated authority to the Chief of Naval Personnel (CHNAVPERS) to

(1) designate enlisted occupational specialties and ratings, which qualify a member as a career, enlisted flyer;

(2) grant waivers for continuous receipt of CEFIP as provided in reference (a); and

(3) administer CEFIP program.

c. References (b) through (m) contain specific information and guidance in regard to administration and control of enlisted flight orders. They emphasize flight and administrative requirements, which must be satisfied before an enlisted member can perform duty involving flying and be eligible for hazardous duty incentive pay or to receive CEFIP. Introduction of CEFIP requires commanding officers (COs) and cognizant activities to be thoroughly familiar with the contents of this instruction and ensure correct and equitable administration of enlisted flight orders.

4. Application

a. Provisions of this instruction are applicable to

(1) Aviation Warfare System Operator (AW) rating personnel holding or assigned under a Distribution Navy Enlisted Classification (DNEC) Code of 78XX;

(2) enlisted rating personnel holding or assigned under a DNEC of 82XX, 94XX, or 8401; and

(3) enlisted personnel who qualify for special mission assignments duty involving flying (temporary) (DIFTEM) under provisions of this instruction.

(4) Selected Reserves. Additional guidance with regard to Selected Reserves may be obtained in reference (d).

b. Provisions of this instruction are not applicable to

(1) Anti-Submarine Warfare warrant officers. Basic guidance in this area may be obtained in reference (b);

(2) officers or warrant officers not qualified for aviation service, who are required by competent orders to perform regular and frequent aerial flight and are not entitled to aviation career incentive pay (ACIP), but are entitled to monthly aviation hazardous duty incentive pay. Basic guidance in this area may be obtained in reference (c).

5. Definitions

a. Aircrew. A collective term, which applies to all categories of personnel in a flight status either as career, enlisted flyers, non-career crewmembers, or non-crewmembers.

(1) Designations

(a) Naval Aircrewman. Those personnel who serve or have served in a flight status and have completed a Chief of Naval Operations (CNO) approved course of instruction to earn a 78xx, 82xx, or 94xx Navy Enlisted Classification Code (NEC) and have been designated in writing as a Naval Aircrewman (NAC). Personnel designated as NAC are authorized to wear NAC insignia. Reference (c), article 1220-020, governs NAC designation.

(b) Naval Aviation Observer. An individual who has completed requirements as outlined in reference (c), article 1210-260.

(2) Career Enlisted Flyer (also known as career crewmembers). An enlisted crewmember in an enlisted aviation community rating (AD, AE, AF, AM, AME, AMH, AMS, AO, AT, AV, AW, PR, or IT (E-6A/B aircraft only)) holding a 78XX, 82XX, or 94XX NEC, or in training leading to award of a 78XX, 82XX, or 94XX NEC, and is assigned by Navy Personnel Command (NAVPERSCOM) (PERS-404) or Naval Reserve Personnel Center (NAVRESPERSCEN) (N-417). Due to unique nature of Naval Reserve, TAR personnel in AZ and AK ratings may also be designated career enlisted flyers if they have been permanently released to aircrew detailee NAVRESPERSCEN (N-417). Designation of Selected Reserve Career Enlisted Flyers will be completed by Naval Air Reserve Force (NAVAIRESFOR) (N7) using rates and NECs previously specified in this paragraph. Additionally, Selected Reserve crewmembers in HM

21 Aug 2000

and MS ratings may be designated career enlisted flyers if they hold or are in training towards a 82XX NEC. In order to maintain designation as a Career Enlisted Flyer, Selected Reserve personnel must meet requirements specified in reference (d). Career enlisted flyers are crewmembers who are primarily detailed/assigned throughout their career into flying billets and must be qualified for aviation service. Career enlisted flyers receive either continuous or conditional CEFIP, not hazardous duty incentive pay (HDIP) for aerial flight.

(3) Crewmember. An individual who is physically qualified to fly per reference (e), participates regularly in aerial operations, and is assigned under duty involving flying as a crewmember (DIFCREW) orders. Crewmembers may or may not be designated as career enlisted flyers.

(4) Non-career Crewmember. An individual who is physically qualified to fly per reference (e), participates regularly in aerial operations, and is assigned under DIFCREW orders, but is not designated a career enlisted flyer under definition in paragraph 5a(3) above. Non-career crewmembers receive crew HDIP when assigned to DIFCREW orders.

(5) Non-crewmember. Those personnel whose duties require frequent and regular participation in aerial flights to perform in-flight functions that cannot be performed by other members already under flight orders. Special mission flight orders (DIFTEM) are authorized by allocation managers and receive non-crew HDIP.

b. Allocation Manager. A major administrative staff delegated authority to control and administer enlisted flight orders, validate mission requirements for special mission and training, and ensure compliance with funding regulations for enlisted flight orders. Current allocation managers are Joint Chiefs of Staff (JCS); Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC); Commander, Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT); Commander, Naval Air Systems Command (COMNAVAIRSYSCOM); Commander, Naval Air Reserve Force (COMNAVAIRESFOR); and Chief of Naval Air Training (CNATRA).

c. Aviation Service Entry Date (ASED). Date a career enlisted flyer first reports on competent orders to an aviation facility having aircraft in which they will receive flight training. Normally, this will be the date the career enlisted flyer reported to their fleet replacement squadron.

d. Billets. An authorized requirement on an activity's current Activity Manpower Document (AMD), which reflects a

requirement for an individual to perform crewmember duties or hold an aircrew skill DNEC 78XX, 82XX, 8401 or 94XX. Billets written for NEC 8201 are authorized for student Unit Identification Codes (UIC) only. The primary responsibility of aircrewmen detailed to 78XX/82XX/8401/94XX billets is to support the station/squadron mission. Individuals assigned temporary additional duty (TAD) (e.g., first lieutenant) or additional duty (ADDU) (e.g., station security, barracks master-at-arms, etc.) are required to maintain qualifications and flight-related duties in support of the primary mission of the command to which permanently attached.

e. Competent Flight Orders. Orders to duty involving flying issued by competent authority as defined by subparagraph 6b.

(1) Duty in a flying status involving operational or training flights as an enlisted crewmember (DIFCREW). The fact that a billet requires a 78XX, 82XX, 8401, or 94XX NEC trained Sailor does not mean that the billet involves frequent and regular participation in aerial flight. Determination of DIFCREW orders shall be coordinated with NAVPERSCOM (PERS-404) or NAVRESPERSSEN (N-417). Reference (d) is germane for SELRES personnel.

(2) Duty in a temporary flying status performing special mission duties as a non-crewmember (DIFTEM). Enlisted personnel are so ordered per paragraph 7b of this instruction. Reference (d) is germane for SELRES personnel.

(3) Duty in a flying status not involving flying DIFDEN. Career enlisted flyers not assigned to DIFCREW orders shall be assigned DIFDEN orders by NAVPERSCOM (PERS-404) or NAVRESPERSSEN (N-417). Reference (d) is germane for SELRES personnel.

6. Determinations Affecting Entitlement

a. Background. Reference (a), section 301, provides monetary compensation (HDIP) for the performance of hazardous duty involving frequent and regular participation in aerial flights to enlisted personnel under competent orders who are not career enlisted flyers. Reference (a), section 320, provides monetary compensation (CEFIP) to those individuals designated as career enlisted flyers and who qualify for payment under the statutory criteria and implementing policies established in this instruction.

b. Competent Authority to Issue Orders. Authority to issue orders requiring performance of flying duty is delegated by SECNAV to specific commanders within the naval service. Such

21 Aug 2000

delegations are contained in personnel administrative regulations and are further delegated as follows for enlisted personnel:

(1) NAVPERSCOM (PERS-404) shall issue enlisted crewmember orders for all USN personnel and those Naval Reserve (USNR) personnel under their cognizance.

(2) NAVRESPERSSEN (N-417) shall issue enlisted crewmember orders to all USNR-TAR personnel under their cognizance.

(3) NAVPERSCOM (PERS-404) delegates authority for issuance of special mission flight orders (DIFTEM) to COs of units having flight requirements which qualify under this directive and for which funding has been approved by the appropriate allocation manager.

(4) NAVAIRESEFOR (N7) shall prescribe procedures for issuing orders to SELRES personnel.

c. Authority to Activate or Initiate Flight Orders.
Authority to activate duty in a flying status involving operational or training flights as an enlisted crewmember (DIFCREW) or initiate special mission flight orders (DIFTEM) rests with the CO or officer acting in the absence of the CO. The officer in charge (OIC) of a deployed unit or detachment may administer flight orders to personnel within the detachment, providing that such authority has been delegated by the CO. COs, acting COs, or OICs shall not withhold activation of crewmember orders issued by NAVPERSCOM (PERS-404), NAVRESPERSSEN (N-417), or their authorized representative, unless suspended from flying duties as provided by paragraph 11.

d. Entitlement to Career Enlisted Flyer Incentive Pay.
Enlisted personnel, designated as career enlisted flyers under the definition in paragraph 5(a)(2), and who have met CEFIP screening gates, are entitled to continuous CEFIP at the monthly rate per enclosure (1).

(1) COs of the commands where a career enlisted flyer is first ordered to perform duty involving flying as a crewmember shall notify NAVPERSCOM (PERS-404), NAVRESPERSSEN (N-417) for TARs or NAVAIRESEFOR (N711) for Selected Reserves via message of the individual's ASER and request start of CEFIP. NAVPERSCOM (PERS-404), NAVRESPERSSEN (N-417) or NAVAIRESEFOR (N711) will confirm career enlisted flyer eligibility and ensure enlisted master file entries are properly recorded to initiate payment of CEFIP.

(2) CEFIP Screening Gates. Reference (a), section 320, established statutory screening gates. A career enlisted flyer

must have performed at least six years (72 months of flying (MOF)) within the first 10 years of aviation service (YAS) for entitlement to continuous CEFIP through 15 YAS. A career enlisted flyer must have performed at least nine years (108 MOF) within the first 15 YAS for entitlement to continuous CEFIP through 20 YAS. A career enlisted flyer must have performed at least 14 years (168 MOF) within the first 20 YAS for entitlement to continuous CEFIP through 25 YAS.

(3) An enlisted member may not be paid continuous CEFIP after completion of 25 YAS. Career crewmembers with more than 25 YAS shall receive the CEFIP rate in enclosure (1) for each month in which operational flying under competent DIFCREW orders is performed (conditional CEFIP).

(4) Reference (a), section 320, prohibits members receiving CEFIP from receiving special pay for diving duty or any HDIP listed in reference (a), section 301(a), during the same period of service. Types of HDIP listed in section 301(a) include crewmember flight pay; flight deck duty pay; toxic fuels and propellants and chemical munitions exposure pay; and parachute duty pay.

(5) Waiver of Flight Gate Requirements. Reference (a) authorizes the Service Secretary to waive MOF requirements for the 10-year, 15-year, and 20-year screening gates. This authority may not be delegated below the Service Personnel Chief. For Navy, CHNAVPERS has been authorized to grant waivers. Waivers will be considered in circumstances in which a career enlisted flyer has failed to meet a flight gate due to fulfilling critical non-flying billets. Tours which may serve as a basis for waiving the MOF requirements are limited to the following: Joint duty; recruiting; recruit division commander; instructor; overseas; enlisted education programs; and non-flying sea tours (Type 2, 3, or 4). To be eligible for a waiver, a career enlisted flyer must accumulate a minimum of

(a) five years (60 MOF) prior to completion of 10 YAS;

(b) eight years (96 MOF) prior to completion of 15 YAS; or

(c) 12 years (144 MOF) prior to completion of 20 YAS.

These minimums are statutory requirements and cannot be waived. A waiver will allow a career enlisted flyer to retain entitlement to continuous CEFIP even though the MOF requirement for a gate was not met. The waiver does not add any months of flying to a

21 Aug 2000

career enlisted flyer's record. An individual waived for one gate must still meet the MOF requirement of the next gate. A waiver request may be submitted to NAVPERSCOM (PERS-404) for active duty personnel no earlier than four months prior to the gate (that is, completion of 10, 15, or 20 YAS), or anytime after gate has been reached. Format for a waiver request is contained in enclosure (2). Waiver requests for SELRES may be submitted to NAVPERSCOM (PERS-913) via NAVAIRESFOR (N711) within the guidelines specified above.

(6) Gate Failure/Conditional CEFIP Entitlement. A career enlisted flyer that has failed a gate and/or has not been granted a flight gate waiver is eligible for conditional CEFIP until the next gate regardless of the MOF total. A career enlisted flyer is eligible for conditional CEFIP only while performing operational flying. The career enlisted flyer must be under competent DIFCREW orders and diaried into a 78XX/82XX/94XX billet (less 8201 or 8202) to be eligible for conditional CEFIP or MOF credit.

(7) Operational Flying Creditable Toward CEFIP Gates. Navy policy is that only enlisted crewmembers designated as career enlisted flyers who are qualified for, and are performing operational flying on a career basis, will receive credit for operational flying performed under competent DIFCREW orders. Career enlisted flyers assigned to duty in a flying status not involving flying (DIFDEN) orders will not accrue operational flying credit. Per reference (m), months of operational are credited as follows:

(a) Months of Operational Flying. Operational flying duty will be credited in terms of months. Detachments from operational flying duty after the 15th day of any month, or assignment to operational flying duty on or before the 15th day of any month entitles a crewmember to credit for the entire month. Date a crewmember signs out or otherwise vacates an assignment will be used as date of detachment. Next day will be used as date of assignment to new duty station.

(8) Physical Qualifications for CEFIP Entitlement. Continued entitlement to CEFIP for all career enlisted flyers is contingent upon remaining physically qualified for aviation service. Career enlisted flyers shall fulfill current flight physical examination requirements per reference (e) to remain physically qualified.

(9) CEFIP Entitlement While Medically Incapacitated. Per reference (m), career enlisted flyers who are medically incapacitated will be considered qualified for aviation service

until disqualified on the first day following a period of 365 days that commences on date of initial incapacitation, or on date NAVPERSCOM (PERS-404) determines medical incapacitation to be permanent, whichever is earlier. For SELRES personnel, NAVPERSCOM (PERS-913) will make the determination of medical incapacitation. Career enlisted flyers disqualified for medical reasons will not be requalified for aviation service until certified physically qualified by appropriate aviation medical authority. CEFIP and MOF will not be authorized for any period during which the individual is disqualified for aviation service. COs or immediate reporting seniors are responsible for terminating CEFIP of those career enlisted flyers who become disqualified for aviation service. CEFIP will not be suspended if, during the 365-day period cited above, the member is granted a waiver by NAVPERSCOM (PERS-404/913) upon recommendation of Naval Operational Medicine Institute (NAVOPMEDINST).

e. Entitlement to HDIP for Aerial Flight. Enlisted personnel under competent orders to participate in regular and frequent aerial flights as non-career crewmembers or non-crewmembers, are entitled to HDIP for such duty per reference (a), section 301, and reference (f).

(1) Determining Start Date for Non-Career Crewmember HDIP. A non-career crewmember is entitled to crewmember HDIP on and after the date member initially reports for duty under competent orders, subject to meeting flight requirements. Students are not entitled to HDIP until "in-flight" portion of training commences. This pay continues from start date, without interruption, as long as member remains qualified and in a flying duty assignment under provisions of this instruction.

f. Continuation of Non-Career Crewmember HDIP. When a non-career crewmember in a flying status is on authorized leave in a pay status, on temporary duty (TDY), or in a travel status (including delay en-route on change of station); and flying orders remain in effect (DIFCREW to DIFCREW assignments), and member meets or has met flight requirements, then HDIP continues for the period of leave, TDY, or for period of travel per reference (f).

g. Termination/Suspension of Non-Career Crewmember HDIP

(1) Non-career crewmember HDIP shall terminate on the day, month, and year of permanent change of station (PCS) transfer/reserve unit transfer if member's transfer directive does not specifically contain DIFCREW authorization for the subsequent assignment.

21 Aug 2000

(2) Non-career crewmember HDIP shall terminate upon issuance of enlisted order modification or flight status change deleting authorization for crewmember orders (DIFCREW).

(3) Non-career crewmember HDIP shall terminate upon approval of suspension recommendations per references (c), (e), (f), or paragraph 11.

(4) Non-career crewmember HDIP is suspended if the member becomes disqualified for flying duty per references (b), (c), (h), or the provisions of this instruction.

h. Flight Time Requirements

(1) Personnel receiving HDIP (crewmember or non-crewmember) must perform the minimum aerial flights or hours per references (b) and (f) for pay purposes. DIFCREW personnel are authorized to bank flight time and use the grace periods per reference (f).

(2) Career enlisted flyers eligible to receive continuous CEFIP who are on DIFCREW orders and career enlisted flyers who are receiving conditional CEFIP are required to perform the minimum aerial hours for proficiency per reference (b). Career enlisted flyers eligible for continuous CEFIP on DIFDEN orders are not required to meet minimum flight hour requirements.

7. Eligibility Requirements. For initial eligibility requirements, see reference (c), section entitled "Aircrew Program."

a. Crewmember

(1) Must be a volunteer for flying duty.

(2) Must be physically qualified for flying duty per reference (e).

(3) Must be assigned to DIFCREW status by NAVPERSCOM (PERS-404), NAVRESPERSCEM (N-417), or NAVAIRESFOR (N7).

b. Non-crewmember

(1) Must be a volunteer for flying duty.

(2) Must be physically qualified for flying duty per reference (e).

(3) Must obtain special mission authorization per paragraph 14, DIFTEM. Allocation managers are charged with responsibility of determining special mission qualifications and command mission requirements for uncoded non-crewmember skills, using following guidelines:

(a) Quality Assurance/Maintenance Fault Isolation. Those individuals who are required to be aboard aircraft for the specific purpose of performing in-flight maintenance certification or troubleshooting, or for installation, test or evaluation of airborne technical equipment.

(b) Communication Specialist. Those personnel required to perform essential in-flight monitoring, test, calibration, or evaluation of airborne radio equipment.

(c) Photo Specialist. Those personnel who are required to perform aerial photographic functions which cannot be performed by those personnel currently under flight orders. Exception: fleet combat photographers and aerial photographers assigned to VPU squadrons will be issued DIFCREW orders.

(d) Research and Development. Those individuals required to be aboard aircraft for the specific in-flight purpose of research and development of airborne equipment which cannot be performed by other members already under flight orders.

(e) Medical Specialist. Those personnel required to perform in-flight medical assistance that cannot be provided by personnel already under crewmember flight orders. Exception: Search and Rescue Medical Technicians assigned to 8401 billets shall be issued DIFCREW orders.

(f) Circumstances Not Listed. In rare and unusual instances, allocation managers may approve special mission flight orders for circumstances not listed. In such instances, the allocation manager shall forward command justification to NAVPERSCOM (PERS-404) for review. Justifications shall be retained as a means of determining changing special mission requirements. They may be used as substitution for special mission reporting procedures contained here.

(4) Abuse of Special Mission Flight Pay. Special mission flight pay is not justified in any case where an individual is ordered to fly merely to meet in-flight requirements for pay purposes, or as a reward for long, faithful, or unusual service; or for ground personnel who are transported from work site to work site merely for purposes of aircraft repairs; nor is it justified in the case of pre-positioning maintenance personnel,

or for such duties as couriers, sentries, or messengers; or where sufficient DIFCREW personnel are assigned and are capable of performing required tasks. COs shall be responsible for ensuring there is no abuse of special mission flight pay.

8. Naval Aircrewman Designation. Naval Aircrewman designation shall be per reference (c), article 1220-020.

9. NEC Requirements and Submission

a. Personnel who possess a 78XX, 82XX, 8401, or 94XX NEC (less 7801 or 8201) are normally distributed and assigned to activities reflecting a requirement for that DNEC; therefore, it is mandatory that each activity ensures correct monitoring of DNECs 78XX, 82XX, 8401, and 94XX within their cognizance.

b. The vast majority of aircrew NECs are automatically awarded by Navy Integrated Training Resource and Administration System (NITRAS) upon completion of mandatory formal instruction listed by Course Identification Number (CIN)/Course Data Processing Code (CDP) for each NEC in reference (h). Aircrew NECs not awarded via NITRAS will be assigned per procedures contained in reference (h). Awarding of an aircrew NEC indicates successful completion of CNO-prescribed training and not positional qualification of the individual. Per reference (b), personnel serving under DIFCREW flight orders shall be allowed a maximum of 18 months from date of reporting on board for duty at their permanent duty station or 18 months from time training was commenced for command-nominated personnel to positionally qualify for their DNEC.

(1) DIFCREW flight orders for personnel who fail to qualify for their DNEC within the allotted 18-month period shall be suspended per paragraph 11, unless the member has requested or has received approval for a waiver of in-training period per reference (b).

(2) All aircrew training requirements leading to awarding of an aircrew NEC are reviewed per references (n) and (o). Navy Training Requirements Review (NTRR) and AIRCREW Training Requirement Review (ATRR) program objectives are to review formal and practical school curricula, identify training deficiencies, and initiate program actions to achieve effective, coordinated and standardized training. Review process also ensures planned skill progression between "A" schools, pipeline training, and fleet follow-on training. All aircrew NECs are thoroughly reviewed on a three-year basis, although changes may be submitted to CNO (N889F6), via appropriate Fleet Replacement Squadron (FRS)

or training agent chain of command, during annual curriculum review.

10. One Hundred and Twenty Day-Advance Notification Prior to Termination of Crewmember Flight Status

a. Enlisted crewmembers under DIFCREW orders shall be accorded at least 120 days advance notification prior to being involuntarily removed from flying duty through no fault or action of their own.

b. The 120-day notification requirement does not apply to involuntary removal from enlisted flying duty for cause or disqualification (i.e., performance, medical, disciplinary infractions, non-volunteer). Compliance with the provisions of references (f) and paragraph 11 are required.

c. The 120-day notification does not apply to non-crewmember DIFTEM personnel.

d. Documentation of the requirement to perform enlisted flying duty and removal from such duty shall be by issuance of competent orders. Use of orders with specific termination dates will be used whenever flying duty is known to be less than 120 days in duration.

e. Advance individual notice of removal from enlisted crewmember flying duty shall be written by competent authority. Initial notification may be verbal, provided a suitable memorandum for the record is made and is later followed in writing.

f. COs shall ensure that all personnel in DIFCREW status are furnished 120-day written advance notification prior to the respective member's projected rotation date (PRD), scheduled decommissioning of the activity, or scheduled change in the unit's activity manpower document which deletes DIFCREW billets, advising the member of expected flight status termination.

g. Exceptions

(1) Advance notification may be less than 120 days when

(a) Service member voluntarily waives advance individual notice of 120 days by so stipulating in writing to NAVPERSCOM (PERS-404), NAVRESPERSCEM (N-417), or NAVAIRESFOR (N7) via the member's CO. (Note: Member is said to have waived 120-day notice when requesting duty which will affect their eligibility for flight duty (i.e., rating conversion,

21 Aug 2000

humanitarian reassignment, special program assignment, assignment through parent rating detailer, etc..))

(b) Additional exceptions to the 120-day advance notification will be considered on a case-by-case basis, only by NAVPERSCOM (PERS-404). Command to which the individual is attached will submit, by message or letter, a request for exception to the 120-day requirement to NAVPERSCOM (PERS-404) or NAVRESPERSCEN (N-417) with full explanation, and after considering all possible alternatives.

(2) No notification is required if loss of entitlement to CEFIP results from either missing CEFIP screening gates or by completing 25 YAS.

(3) HDIP may be continued for 120 days although advance notice is less than 120 days without regard to flight requirements.

(a) Reference (p), paragraph D, requires that an enlisted crewmember who is involuntarily removed from flying duties, with less than 120-day advance notification, be deemed to have fulfilled all of the requirements for payment of incentive pay for aerial flight duties for a period of up to 120 days from date of notification of such removal.

(b) This authority will be used as an exception to the 120-day advance notification policy under unusual and compelling circumstances, such as national emergencies, short notice unit deactivation, and manpower authorization reductions, when it is not possible to give 120-day advance notice of removal from flying duty.

h. Termination notification and exceptions shall be recorded on NAVPERS 1070/613, Administrative Remarks.

11. Suspension and Revocation of Disqualified Career Enlisted Flyers and Non-Career Aircrewmen. An enlisted aircrewman shall be suspended from flying duties (grounded) for lack of medical or operational qualifications and for serious disciplinary infractions. To remove an aircrewman permanently from flying duty (DIFCREW order revocation) or career enlisted flyer status, the following sequence of events is mandatory:

a. CO suspends member from flying duty and ensures member is counseled per reference (c), article 1220-020.

b. CO recommends revocation of DIFCREW orders or career enlisted flyer/aircrew status by message directly to NAVPERSCOM (PERS-404), NAVRESPERSCEN (N-417) or NAVAIRESFOR (N7) as

appropriate, with a copy of suspension letter forwarded to the disbursing officer concerned. Messages recommending revocation of flight orders shall contain the following:

(1) Full justification for revocation. Examples include non-qualification/requalification, non-volunteer, medical disqualification, serious disciplinary infraction. References (c), (l), and (m) refer.

(2) CO's evaluation of causative factors.

(3) Effective date of suspension.

(4) Command's recommendation on member's future status (assignment and/or rating conversion per references (c) and (h)).

(5) Applicability of the 120-day advance notification requirement.

(6) In case of non-volunteer action, a certified copy of NAVPERS 1070/613 shall be submitted to NAVPERSCOM (PERS-404), NAVRESPERSSEN (N-417) or NAVAIRESFOR (N7) following revocation recommendation message. Per reference (g), DIFCREW personnel who withdraw as volunteers from flying duty during an established aircrew tour shall be reassigned to a minimum activity tour at sea or prescribed sea tour, whichever is greater, per fleet commander's manning priorities. Following circumstances constitute non-volunteer action:

(a) Members who at any time refuse valid aircrew orders will be considered non-volunteers. This includes members who refuse to obligate service (OBLISERV) for orders.

(b) Members who drop-on-request (DOR) from any part of aircrew training will be considered non-volunteers. Reference (c), article 1220-010 addresses Aviation Rescue Swimmer School training.

(7) COs may request medical revocation based on recommendation of local board of flight surgeons' findings, while awaiting formal NAVOPMEDINST review process. Submit copy of board recommendation to NAVPERSCOM (PERS-404) or NAVRESPERSSEN (N-417). After NAVPERSCOM (PERS-404) or NAVRESPERSSEN (N-417) receives request, the cognizant detailer will administratively generate requisition to expedite relief aircrewman arrival.

c. Reassignment of members disenrolled from any part of aircrew training to an aircrew tour shall be determined by NAVPERSCOM (PERS-404) or NAVRESPERSSEN (N-417), as appropriate.

21 Aug 2000

d. NAVPERSCOM (PERS-404) or NAVRESPERSCEN (N-417), as appropriate, will notify the CO if orders are not to be revoked. COs will then remove suspension and report this action to the disbursing officer concerned.

e. A member who is disqualified from flying duty when in DIFCREW or DIFDEN status shall not be retained against a flight billet per reference (g).

f. A member disqualified for medical reasons will retain NAC designation and eligibility to wear the NAC breast insignia; however, all aircrew-related NECs shall be administratively removed by NAVPERSCOM (PERS-404), NAVRESPERSCEN (N-417), or NAVAIRESFOR (N7). A member disqualified for any other reason shall lose career enlisted flyer status and NAC designation, and is no longer entitled to wear the NAC breast insignia.

12. Reinstatement of Disqualified Aircrewmen. Applications for reinstatement must be approved by NAVPERSCOM (PERS-404), NAVRESPERSCEN (N-417) or NAVAIRESFOR (N7) as appropriate, prior to member being reassigned to a flight status. Decisions for reinstatement shall be based on member's demonstrated ability, performance, dedication since revocation and total manning requirements for the Naval Aircrew program. If a member is disqualified for duties involving flying per paragraph 11, the following applies:

a. A member disqualified for medical reasons is eligible to return to flying duty upon determination that member is qualified per Bureau of Medicine and Surgery (BUMED) directives. To expedite this process, the CO may request reinstatement based on recommendation of local board of flight surgeons' findings, while awaiting formal NAMI review process. Submit copy of board recommendation to NAVPERSCOM (PERS-404) or NAVRESPERSCEN (N-417) via separate correspondence.

b. A member disqualified for lack of operational qualifications shall not be reinstatement-eligible for a minimum of two years.

c. A member who has been revoked as a result of a non-volunteer action shall not be eligible for reinstatement.

d. If an AW member is permanently revoked, voluntarily or involuntarily, the member is not eligible to remain in the AW rating and must immediately request a change to another rating.

13. Billet Changes Affecting Crewmember Personnel. Crewmember personnel are assigned based on billet requirements; therefore, when a member is serving in a DIFCREW status and billet deletions or changes are effected, commands shall

a. Notify the member concerned of possible flight status termination as a result of the expected billet deletion or change per paragraph 10.

b. Notify NAVPERSCOM (PERS-404) or NAVRESPERSSEN (N-417) within 30 days of approved billet change of the command's intention to transition member concerned to new flight duties or to make member available for reassignment per reference (g). Commands shall include date of the 120-day notification specifying beginning and expiration dates.

14. Allocation of Enlisted Flight Orders/Pay

a. Overall enlisted crewmember CEFIP and HDIP budget is governed by career enlisted flyer inventory, number of non-career crewmember DIFCREW billets, and validated non-crewmember DIFTEM requirements. NAVPERSCOM (PERS-404), NAVRESPERSSEN (N-417) and NAVAIRESFOR (N7) shall administer all crewmember flight orders and accounting based on billet ceilings, funding limitations, and such other restrictions, which may be required by higher authority.

b. NAVPERSCOM (PERS-404), NAVRESPERSSEN (N-417) or NAVAIRESFOR (N7) shall not authorize DIFCREW status if command does not reflect a requirement for that aircrew skill on the current CNO-approved activity manpower document except in exceptional circumstances (e.g., aircraft transition where billets have been approved but have not become effective; Joint assignments; or when due to long lead-time training requirements, the member arrives prior to effective date of the billet authorization). This paragraph does not apply if valid aircrew billets exist in the unit and members are ordered in excess.

c. NAVPERSCOM (PERS-404) shall allocate special mission non-crewmember funds to the following allocation managers based on budget limitations and priority of requirements:

- (1) JCS
- (2) COMNAVAIRLANT
- (3) COMNAVAIRPAC
- (4) COMNAVAIRSYSCOM

(5) CNATRA

(6) COMNAVAIRESFOR

(7) Special mission authorizations

(a) Non-crewmember special mission flight orders will be made available upon specific request to appropriate allocation manager. Requesting commands must forward complete justification for special mission requirements to appropriate allocation manager per subparagraph 7b(2).

(b) Those commands requesting special mission non-crewmember funds and who are not under jurisdiction of an allocation manager may petition their administrative chain of command.

(c) Special mission allocations are authorized only for one fiscal year or portion thereof. They may not automatically be carried forward into the next fiscal year. It is incumbent upon commands to petition for renewal of special mission allocations.

d. All non-crewmember allocations shall be on a semi-fiscal year basis. In the event of delayed fiscal year budget approval, NAVPERSCOM (PERS-404) will only authorize sufficient funding needed to maintain operations.

15. Reporting Procedures for Enlisted Flight Orders/Pay.
Accounting cycle for enlisted flight order funds allocated for specific aircrew disbursements shall be accomplished as follows:

a. CNO (N1) shall authorize CEFIP, DIFCREW, and DIFTEM funds and provide accounting via personnel distribution information to include DJMS; the Military Personnel, Navy Financial Systems (MFS); and the Source Data System (SDS).

b. Commands in receipt of special mission flight order allocations shall report expenditures monthly to their allocation manager.

16. Budget Submissions

a. CNO (N132) shall prepare annual budget requirements for CEFIP, HDIP (crew), and HDIP (non-crew) as directed by CNO (N10).

b. NAVPERSCOM (PERS-404) shall submit an annual special mission budget request for the next fiscal year to CNO (N13) by 1 January.

c. Allocation managers shall submit to NAVPERSCOM (PERS-404) budget requests for the upcoming six-month periods of 1 October to 31 March and 1 April to 30 September, no later than 1 September and 1 March, respectively. Justification for special mission requirements shall be available if so requested. Special mission expenditures for periods ending 31 March and 30 September should be included in the request.

17. Records Requirements

a. All COs of units operating aircraft and/or having active crewmembers on board, or who are in receipt of allocations for non-crewmember flight pay, shall maintain a complete record of all personnel making flights and training received, as required by reference (b).

b. Annually and upon detachment, a summary of total flight time shall be made on the individual's NAVPERS 1070/613, Administrative Remarks, as required by reference (c).

c. All DIFCREW personnel shall record all flight activity as required by reference (b) while in an active DIFCREW status.

18. Flight Order Audit Board

a. COs of all units or stations having active crew or non-crewmembers on board are directed to ensure adequate control and recording of flight order funding and personnel administrative requirements as required by reference (b).

b. Following guidelines are minimum requirements for all audit boards:

(1) Review copies of appropriate NAVCOMPT forms transmitted during the month (i.e., 3062, 3067, 3068, 3069, etc.) Do not retain original documents for audit.

(2) Ensure all members receiving flight duty pay (DIFCREW or DIFTEM) have met minimum flight time required by references (b) and (f).

(3) Ensure the Enlisted Distribution Verification Report (EDVR) and/or Reserve Unit Assignment Document (RUAD) reflects current NECs per reference (h) and this instruction.

(a) Ensure proper special category (SPECAT) coding is per reference (g). If SPECAT "P" ("U" for TAR) is not assigned, contact NAVPERSCOM (PERS-404) or NAVRESPERSSEN (N-417) to update.

(b) For career enlisted flyers on DIFCREW orders, ensure proper designation coding ("6") is assigned to ensure MOF credit. If not present, contact NAVPERSCOM (PERS-404) or NAVRESPERSSEN (N-417).

(4) Ensure special mission funding has been approved by allocation manager and that budget limitations have not been exceeded.

(5) Ensure that requests for aircrew NECs for which member has qualified are submitted and approved.

(6) Ensure those crewmembers who are involuntarily removed from flight status (i.e., DIFCREW orders canceled) are provided 120-day notification per paragraph 10.

(7) Review Naval Aviation Training and Operational Procedures Standardization (NATOPS) qualifications and ensure that physical, psychological, and physiological training qualifications are complete and current.

(8) Ensure recording of annual flight time and current qualifications as required by reference (c), article 1220-020.

(9) Ensure that flight order list is current and properly published per reference (b).

19. Letters of Remission and Application for Correction of Naval Records. When an overpayment occurs clearly as a result of an administrative oversight, e.g., when NAVCOMPT 3062, Orders for Hazardous or Special Duty, is inadvertently not prepared until after the fact, an application for record correction may be submitted per reference (j). If an erroneous payment exists for any other reason, e.g., an unauthorized expenditure in excess of the amount authorized, a letter request for waiver considerations may be submitted per reference (k). When submitting requests under references (j) and (k), full documentation and command endorsements must be provided to correct flight pay entitlements.

20. Reports and Forms

a. Reporting requirements contained in paragraphs 15 and 16 are exempt from reports control by SECNAVINST 5214.2B.

BUPERSINST 1326.4C
21 Aug 2000

b. NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, S/N 0106-LF-010-6991 is available in Naval Inventory Control Point using requisitioning procedures contained in CD-ROM NAVSUP PUB 600 (NLL), Navy Stock List of Publications and Forms.

NORBERT R. RYAN, JR.
Vice Admiral, U.S. Navy

Distribution:
SNDL Parts 1 and 2

CAREER ENLISTED FLIGHT INCENTIVE (CEFIP) PAY RATES

Per reference (a), SECNAV is authorized to pay CEFIP up to a maximum rate based upon years of aviation service. CEFIP rates for USN and USNR personnel are

<u>Years of Aviation Service</u>	<u>Rate per Month (see note)</u>
Four or less	\$150
Over 4	\$190
Over 8	\$230
Over 14	\$250

Note 1 - Reference (a), section 320, includes a save pay provision which allows a career enlisted flyer who had previously received HDIP for aerial flight to receive the monthly rate that is the higher of the monthly rate of HDIP; or the monthly CEFIP pay.

Note 2 - Selective Reserve personnel entitlement is one thirtieth of the monthly incentive pay in effect for each IDT (Drill) period performed and one thirtieth of the monthly incentive pay in effect for each day of Annual Training (AT) actually served.

BUPERSINST 1326.4C
21 Aug 2000

FOR OFFICIAL USE ONLY (When Filled In)

CAREER ENLISTED FLYER INCENTIVE PAY (CEFIP)
GATE WAIVER REQUEST LETTER FORMAT

Date

From: Rating, Name, Branch of Service , SSN/NEC
To: Navy Personnel Command (PERS-404)/(PERS-913 for SELRES)
Via: Naval Air Reserve Force (N7) [SELRES Only]

Subj: REQUEST FOR WAIVER OF CAREER ENLISTED FLYER INCENTIVE
PAY (CEFIP) MONTHS OF FLYING (MOF) REQUIREMENT

Ref: (a) BUPERSINST 1326.4C

1. Per reference (a), I respectfully request a waiver of the months of flying (MOF) requirement for the ___ year flight gate. The following career data is provided:

a. Aviation Service Entry Date (ASED):

b. Total MOF performed:

c. Summary of tours under DIFCREW orders:

- (1) Unit (month year - month year)
- (2) Unit (month year - month year)
- (3) Unit (month year - month year)
- (4) Unit (month year - month year)

d. Summary of tours under DIFDEN/non-DIFCREW orders:

- (1) AW A School Jan 88 - Dec 89
- (2) FASOTRAGRULANT Jan 90 - Dec 92

2. I understand that a waiver, if granted

FOR OFFICIAL USE ONLY (When Filled In)

Enclosure (2)

BUPERSINST 1326.4C
21 Aug 2000

FOR OFFICIAL USE ONLY (When Filled In)

(a) will preserve my entitlement to continuous CEFIP until I reach my next flight gate.

(b) does not add any MOF to my record; and

(c) does not relieve me from meeting the total MOF requirement of my next flight gate.

3. My DSN number is XXX-XXXX.

(Applicant's Signature)

Copy to:
DCNO (M&P) (N132)

FOR OFFICIAL USE ONLY (When Filled In)